

### PART III: ACTION TABLED

#### 1. Simplification and Clarification of Correspondence Procedures.

The intention of the Committee was to provide a guide for Agency use in the preparation of official memoranda, letters, etc. (Cables and dispatches were excluded on the basis that guides are now in existence on the preparation of these types of correspondence.) The Committee's interests centered in the conservation of manpower by reducing the number of copies of memoranda and letters prepared and the excessive coordination accomplished in the absence of specific requirements.

#### 2. Standardization of CIA Organization Titles.

During January, 1960, the DD/S endorsed a memorandum to the DD/P prepared by the Committee proposing a plan to standardize the Agency's organizational titles. Three titles were considered to define organization echelons just below that of the DCI. The adoption of the title "director" with subordinate titles of "staff directors" and "staff chiefs" was recommended; however, no agreement as to titles to be used could be reached among the major components.

#### 3. Redesignated Format for Agency Regulatory Publications.

The Committee considers the format of the present Agency regulatory system in need of revision to (a) reduce the over-all size, (b) eliminate procedural instructions, and (c) to eliminate duplicate issuances.

#### 4. Processing requests for Staffing Complements.

In January, 1960, the DD/S endorsed to the Chief, Management Staff a recommendation made by the Committee which would have assigned responsibility to the Office of Personnel for processing and approving staffing complement requests. In March, 1960, the Chief, Management Staff rejected the recommendation on the basis that his Staff dealt with numbers of people and organizational structure and the Office of Personnel dealt with the price of the jobs. On 7 September, 1960, the DD/S asked the Acting Chief, Management Staff to reconsider the request and submit appropriate recommendations. Subject still pending until the return of the Chief, Management Staff to duty in October, 1960.